

***MANAGEMENT ANALYST I, II, & III***

---

**DEFINITION**

At all three levels, Management Analyst is a professional position. Under direction, incumbents plan, organize and manage difficult and complex analyses involving administrative, financial, organizational and other tasks related to the operation of court divisions, programs and special projects. Incumbents may serve as the program specialists for key projects and direct ad hoc committees established to design and execute the court projects, policies and procedures, and performs other duties as required. Incumbents in this position may be assigned to specific duties in any of the various departments of the court.

**DISTINGUISHING CHARACTERISTICS**

The three levels of this position do not constitute a series. Incumbents may perform increasingly difficult and complex administrative analysis tasks and conduct management studies for the court administrative office, and will be placed in the level most appropriate for the duties assigned. The I level is the entry level; the II level is the journey level; and the III level is the advanced journey level.

Management Analyst I: This is the entry level of the Management Analyst I position. Incumbents, under general supervision, perform and assist in the performance of a wide range of duties including data gathering, making preliminary recommendations, report writing, and making routine presentations.

Management Analyst II: This is the experienced level in this series. Incumbents, under direction, independently or as a member of a project team, perform all duties associated with a particular program assignment.

Management Analyst III: This is the advanced level in the series. Under general direction, incumbents at this level are expected to assume a project leadership role, have independent judgment and action and perform the most varied, complex, or specialized work.

**TYPICAL TASKS**

Tasks may include, but are not limited to:

- Plan, organize, conduct and manage difficult and complex analysis involving administrative, financial, organizational and other tasks related to the operation of court division, programs and special projects.
- Coordinate a variety of administrative programs and special projects with other departmental activities.

- Review, analyze and evaluate the effectiveness and efficiency of existing programs, revising as necessary to meet established goals.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Principles, practices and techniques of: project planning and management; program budgeting, cost analysis and fiscal management; program development and review; basic personnel management; advanced problem-solving and conflict resolution methods and techniques; data collection and statistical analysis; grants and report preparation; operation of personal computers and the use of computer applications such as word processing and spreadsheets. Grant development and writing; preparing reports and effective oral presentations.

### **Ability to:**

Plan, analyze, organize and administer programs and projects; conduct research, gather data, analyze information; reason logically and prepare analytical reports and recommendations; develop, organize and effectively coordinate programs, projects and activities; interpret, explain and apply applicable statutes and rules; organize own work, set priorities and meet critical deadlines; analyze situations accurately and take effective action; prepare and present clear and concise correspondence, reports and recommendations; communicate effectively orally and in writing; establish and maintain effective work relationships with judges, court personnel and others.

## **EXPERIENCE/EDUCATION**

Graduation from an accredited four-year college or university.